



CROSCOMBE PARISH COUNCIL

STAFFING COMMITTEE TERMS OF REFERENCE

Adopted by Full Committee: 10 December 2020

References:

- A. NALC LTN 77 NON-COUNCILLOR MEMBERS OF COMMITTEES Oct 2013
- B. Local Government Act 1972
- C. Public Bodies (Admission to Meetings) Act 1960

1. Members

1.1 Councillor members: At least One Parish Councillor (in accordance with Section 102(3) of reference B) appointed by full committee initially at formation and thereafter annually at the Annual Council Meeting.

1.2 Non-Councillor Members (NCM): At least One non-councillor member (in accordance with Section 102(4) of Reference B) appointed initially at formation and thereafter annually at the Annual Council Meeting. Non-councillor members may be appointed because they can offer specialist knowledge, expertise or enthusiasm in the work of the committee or because they represent sections of the local community that are relevant to the work of the committee.

1.3 Eligibility of non-councillor members (NCM): the eligibility for a NCM is identical to that for standing as an election candidate for Councillor, that is "qualified" under Section 79 of Reference B, and not "disqualified" under Section 80 of Reference B.

1.4 NCM's are required to submit declarations of interest which will be published on the CPC website.

1.5 NCM's are required to abide by the CPC Code of Conduct for Councillors, and comply with the CPC Standing Orders.

1.6 NCM's shall be co-opted to the Staffing Committee by Full Committee in accordance with the CPC Co-Option policy.

2. Quorum

The quorum of the Committee shall be three Members of which one must be a Parish Councillor.

3. Voting

All matters for resolution shall be decided by a majority vote. Vote results may be recorded in minutes at the request of any member. In the case of an equal vote the Chairperson shall have a second or casting vote. NCM's on the Staffing Committee do not have voting rights but may make recommendations to voting members.

4. Interests

If a Member of the committee has a *personal interest* as defined by the Code of Contact adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chairperson

The Chairperson and Vice-Chair of the Staffing Committee is to be elected annually by the Parish Council.

6. Meetings

The Committee meets at a minimum once a year and as and when required. The Clerk will assist in preparing the agenda which will be published in accordance with full council publication requirements save where the agenda pertains solely to confidential matters.

7. Minutes

All meetings are minuted in accordance with current Data Protection regulations.

8. Admission of the Public and Press

Meetings of the Committee will be held in public session subject to the mandatory public exclusion rules. In accordance with section 1 (2) of Reference C the Press and Public may be excluded from the meeting during consideration of certain agenda items due to their confidential nature. It may be that such exclusion applies to the entirety of the Staffing Committee meetings due to the nature of the role of the committee.

9. Communication

The Clerk, Chairperson and Vice-Chair are to be included or copied on all email exchanges. Third party information remains confidential.

10. Responsibilities

The Committee is responsible for the employment and welfare of all employees and its Chair will act as a line manager to those employees.

11. Specific Delegated Powers:

- i. To review staffing structures and levels and make delegated decisions on behalf of the Full Committee;
- ii. To agree and review annually contracts of employment, job descriptions, person specifications, and performance appraisal for staff;
- iii. To review staff salaries and terms of conditions and make delegated decisions on behalf of the Full Committee;



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- iv. To appoint, from its membership, a recruitment panel when necessary and make appointments on behalf of the Full Committee. Recruitment panels will normally include at least three members. In the case of appointment of other staff this will include the Clerk;
- v. To appoint members to act as a disciplinary panel for staff as set out in the adopted CPC disciplinary policy. Full committee will act as an appeals panel in the case of any appeal against disciplinary action;
- vi. To appoint members to hear any formal grievance in accordance with CPC grievance policy;
- vii. To review health and safety at work for all Council employees;
- viii. To review all Council policies that relate to staff employment on an annual basis;
- ix. To ensure the Council complies with all legislative requirements relating to the employment of staff;
- x. Chairperson of Staffing Committee is to act as a line-manager for all employees which includes responsibility for day to day matters, such as authorisation of holidays, sick leave and absence from work;
- xi. The Staffing Committee will provide audit and scrutiny of payments made to staff, and returns made to HMRC in relation to income tax and national insurance contributions.